

LOCAL RULE 9004
General Requirements of Form

(a) *Current Bankruptcy Chapter* - On all pleadings and papers filed with the Clerk after the petition, the debtor's current bankruptcy chapter shall be included in the caption directly below the base case number.

(b) *Judge Designation* - On all pleadings and papers filed with the Clerk after the petition, the name of the judge who is assigned to the base case shall be included in the caption directly below the current chapter designation required in subsection (a) of this Rule.

(c) *Hearing Date, Time and Place Designation* - On all responses, replies, briefs, and legal memoranda filed with the Clerk for which a hearing has been set, the date, time, and place of the hearing shall be included in the caption directly below the judge designation required in subsection (b) of this Rule.

(d) *Designation of Character of Paper* - On all pleadings and papers filed with the Clerk after the petition, a specific description of the nature of the pleading or other paper shall be included in the caption in the center of the page after the designation required by subsection (c) of this Rule and immediately before the body of the pleading or other paper. The description shall be as specific as possible and shall include the number of the paper, if applicable, and the name of the moving party (e.g., ABC Bank's First Motion for Relief from Stay Re: 1994 Chevrolet Cavalier).

(e) *Dates of Filing, Conversion and Dismissal* - Every motion, pleading, or other request for relief shall state the date of filing of the debtor's petition as well as the dates of any subsequent conversion, dismissal, or reinstatement of the case. In complaints or amended complaints governed by Part VII of the Federal Rules of Bankruptcy Procedure, this statement shall be made immediately after the jurisdictional paragraph required by FED. R. BANKR. P. 7008(a). In an application or motion governed by FED. R. BANKR. P. 9014, which pertains to contested matters, this statement shall be made in the first paragraph.

(f) *Attorney Information* - Every pleading, motion or other request for relief filed with the Clerk and signed by any attorney shall state the attorney's telephone number, office address, and state bar identification number directly below the attorney's signature or at some other prominent place.

(g) *Orders* - A proposed order shall state the name, address and telephone number of the person who prepared the order. Each order shall have a brief, specific description of the nature of the order and shall include the number of the order, if applicable, and the name of the moving party (e.g., Order Granting Trustee's Second Motion For Authorization Of Payment Of Fees For Trustee's General Counsel).